



TORPOINT TOWN COUNCIL

Councillor Mrs. K Ewert (Rame Peninsula & St Germans Division) attended the meeting.
Councillor Mrs. C E Goodman led prayers before the meeting.

MINUTES of the ADJOURNED meeting of Torpoint Town Council held on Thursday 27th May 2021 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

Present: - Town Mayor (Councillor Miss R A Evans BEM) (Chairman), Deputy Town Mayor (Councillor G J Davis), Councillors Mrs. K Brownhill, Mrs. L Fellows, Mrs. C E Goodman, Mrs. J M Martin, C R Sawyer, M G Spurling, C R Still, J Tivnan BEM, M Thomson-Neall and B A Walsh, plus the Town Clerk & RFO (Clerk) in attendance.

	ACTION
<p>25-21 Apologies for absence: - Apologies for absence were submitted on behalf of Councillor L E Keise.</p>	
<p>26-21 Declarations of Interest relating to items on the Agenda None.</p>	
<p>27-21 To approve the co-option process to fill three casual vacancies (two East Ward, one West Ward). The Clerk explained the process to fill the three vacancies arising from the uncontested election by way of co-option. Members resolved to publish and advertise the vacancies with immediate effect, with an applications deadline of midday on Monday 14th June 2021, applicants will be asked to give a short statement of why they would like to become a councillor together with a précis of their background and skills. Candidates will be requested to attend a Council meeting on Thursday 17th June 2021 to meet with members and if more applications are received than vacancies to be filled, the Town Council will decide by written ballot which of the applicants are to fill the vacancy.</p>	Clerk
<p>28-21 Planning Applications: - a) PA21/03781– Conversion and extension of garage to form sitting room, first floor extension over for bedroom – 20 Borough Park, Torpoint PL11 2PY. No objections or observations.</p>	
<p>29-21 Cornwall Council Report: - Councillor Mrs. K Ewert introduced herself as the Elected Cornwall Councillor for the Rame Peninsula & St. Germans Electoral Division. Councillor Ewert explained Cornwall Housing issues are being looked into and reports of anti-social behaviour at Trevorder Play Park have been responded to. The resident was advised to liaise with the Police and contact 101. The plans for a circulatory highway system for HGV's between Antony and Sheviok is progressing and it is hoped a decision will be forthcoming in the near future. Councillor Ewert detailed the Committees she has joined, including: Children & Families; Miscellaneous Licensing and the Central Planning Committee. Additionally, Councillor Ewert is hopeful to become a member on the Mt. Edgumbe Joint Committee and has attended the Town Team Project Board meeting for the Strategic Outline Case for the Lower Fore Street Development in the town. Councillor Ewert and Councillor J Tivnan BEM are meeting tomorrow (28th May) to plan how to work together for the benefit of the town and are expecting to submit a joint report to the Council in advance of the monthly meetings. (Councillor Mrs. K Ewert left the meeting at this point.)</p>	

<p>Councillor J Tivnan BEM explained it is anticipated for a joint Cornwall Council written report to be circulated (via the Clerk) in advance of all future monthly Council meetings and had provided a written report in advance of this meeting.</p> <p>This report covers the period 10th May to 21st May to ensure the report can be seen by all councillors with all other council papers prior to the meeting. Due to the short period covered this report is also correspondingly short. Numerous virtual meetings have been undertaken, as to both the structure and workings at County Hall with only a singular visit so far to complete various forms. Time has also been taken up with some queries from residents within Torpoint. The majority of these have been around housing queries and these in turn have been fed back via the Cornwall Council's Case-work Assist App. which registers all cases with a unique case number and is also automatically filtered to the correct department. Councillor J Tivnan BEM has volunteered to sit on three sub-specialised committees so far, concerning housing, finance and social services, the latter with special emphasis on youth services/provision. All three areas are believed to be important within Torpoint. One area that has been brought to light over the last few weeks is how information is communicated to all. There are those who do not use the internet or Facebook and to this end Councillor Tivnan is currently exploring the possibility of some form of newsletter to be issued on a regular basis, hopefully more on this at further Torpoint Town Council meetings.</p>	
<p>30-21 Police Activity Report: - The Police activity report and additional information are noted. Councillor J Tivnan BEM spoke about the speed awareness campaign undertaken by the Torpoint Neighbourhood Police Team; highlighting that when speed awareness has been undertaken in the past, there is a perception that speed levels far exceed the speed limit of 30MPH. The results, however, were very different, with 3 out of 200 vehicles exceeding maximum speed limits. Following a question posited about CCTV cameras in Fore Street, the Mayor explained that several shops have CCTV cameras in use, which the Police seek footage from, when needed.</p>	
<p>31-21 Minutes of the previous meeting: - The minutes of the previous VIRTUAL meeting held on Thursday 15th April 2021 (as circulated) were taken as read, confirmed and signed by the Mayor.</p>	
<p>32-21 Matters arising from the minutes: - a) PA20/02211 – Retrospective application for the erection of three commercial buildings on land at Fisgard Way, Trevol Business Park: - Pursuant to minute 8-21 (a) the Clerk explained the Peer Review is still being considered by Cornwall Council and the applicants' noise consultant has been asked to comment. b) Verge cutting: - Pursuant to minute 8-21 (b) the Clerk reported a virtual meeting was held on Monday 17th May, with Cornwall Council, Cormac representatives, two Cornwall Councillors, several Members and Officers of the council. Highlights of the meeting include: - i) Cornwall Council presented their Urban Verges plan/Powerpoint presentation and manage a small environmental growth budget; ii) The town needs to increase the numbers of volunteers; iii) Cormac presented a Powerpoint presentation and would like to arrange a physical meeting, in early July, to work with the council to enrich the rewilding opportunities in the town. The Clerk will include this as an agenda item on the next meeting of the Asset</p>	Clerk

<p>Management and Operations Committee.</p> <p>c) Memorial bench request for Mrs Jean Blake (née Sleep): - Pursuant to minute 17-21 (b) the Clerk explained the complications with placing a memorial bench in front of Belle Vue Square. It is resolved to delegate to the Clerk to consult with Mr Blake on the matter, to seek a more suitable location for a memorial bench and if necessary, seek the relevant permissions from Cornwall Council, procure the memorial bench, install and add to the council's fixed asset register.</p>	Clerk
<p>33-21 COVID-19 Update</p> <p>The Covid-19 update, as circulated, is noted. The Mayor minuted thanks to The Rame Group Practice for providing the vaccination service to 4,311 patients and Care home staff from the Torpoint and Rame Peninsula, which was a phenomenal success. The Clerk highlighted the information from CALC (The Cornwall Association of Local Councils) indicating the Coronavirus Act 2020 and the Virtual Meetings Regulations 2020 came to an end on 7th May 2021. The legislation now requires members to be 'present' to be able to vote and this means, that regardless of any decisions regarding unitary authority meetings, local councils should not accommodate hybrid meetings which allow members to attend virtually and participate. It does not require steering groups and working party meetings to be physical. The Clerk was hopeful this update would be the last one circulated.</p>	
<p>34-21 Mayor's Communications</p> <p>The Mayor explained her enthusiasm for meeting and talking with the local social prescribers, due to the lack of adult social care and is hoping this council will support promotion of these issues, to improve the situations for the vulnerable people in Torpoint and will be having conversations with the Cornwall Councillors of how best to assist the social prescribers and Rame social prescribers.</p>	
<p>35-21 Minutes of the Asset Management and Operations Committee</p> <p>It was resolved the minutes of the virtual meeting held on Thursday 22nd April 2021 (as circulated) are received and the recommendation in the minutes 10-21AMOC (g) (Request to plant a tree at Sparrow Park for Diamond Wedding Anniversary) is adopted and implemented.</p> <p>Pursuant to minute 10-21AMOC (g) the Clerk has corresponded with Mr and Mrs Cooper, who welcome the planting of a 'pencil' Silver Birch tree at Sparrow Park, with a commemorative plaque/stake alongside the tree.</p>	Clerk
<p>36-21 Minutes of the Finance and Personnel Committee</p> <p>It was resolved the minutes of the virtual meeting held on Tuesday 4th May 2021 (as circulated) are received, there are no recommendations in the minutes.</p>	
<p>37-21 Minutes of the Development and Localism Committee</p> <p>It was resolved the minutes of the virtual meeting held on Wednesday 5th May 2021 (as circulated) are received, there are no recommendations in the minutes.</p> <p>It is noted a correction to minute number 15-21D&L (Date of the next meeting) delete the word 'virtual'.</p>	Clerk
<p>38-21 Torpoint Ferry statistics</p> <p>The Torpoint Ferry availability statistics are noted.</p> <p>a) Tamar Crossings Newsletter.</p> <p>The council minuted and directed the Clerk to write to Tamar Crossings, thanking them for an informative and interesting edition of the newsletter.</p>	Clerk

39-21 To consider and approve the Committee Terms of Reference for the 2021-22 Civic Year

- a) Asset Management and Operations Committee.
- b) Development and Localism Committee.
- c) Finance and Personnel Committee.
- d) Neighbourhood Plan Steering Group.

It is **resolved** to approve the Committee Terms or Reference for the 2021-22 Civic Year for the Asset Management and Operations Committee, Development and Localism Committee, Finance and Personnel Committee and the Neighbourhood Plan Steering Group – with the amendments as agreed to the Neighbourhood Plan Steering Group Terms of Reference (which will be re-circulated).

Clerk

40-21 Financial Information

- a) It is **resolved** that the April 2021 Budget Variance Income and Expenditure (as circulated) is received and adopted. It was reported that the Clerk has reviewed the income and expenditure and confirmed that the cash book reconciled to the bank and documentation as being accurate.

41-21 Accounts for Payment

Contact Name	Invoice Number	Total	VAT	NET	Description
South West Hygiene	Inv 247661	797.26	132.88	664.38	Sanitary contract Chambers & Pub Con
Cornish Tea & Cornish Coffee Co Ltd	inv no SL49333	39.00	0.00	39.00	Café stock
Western Web Limited	Inv no 22456	36.00	6.00	30.00	reset wifi in library
Atlas Graphics (South West) Ltd	Inv no 17220	691.20	115.20	576.00	Park Signs
LBS Horticulture Limited	Inv SO-184681	124.86	20.80	104.06	Parks chemicals & Equipment
Vent-Clenz Ltd	Inv No 902725	456.00	76.00	380.00	Annual clean and issue of certificate Council Chambers Kitchen Vent
Westcare Limited	Inv No SINV00180945	56.12	9.36	46.76	Stationery
TClarke Contracting Ltd - Waldron Security	SL-21050012	234.00	39.00	195.00	Annual Renewal Library May 21 - Apr 22 Alarms
Kernow Aerials	Inv 21/158	192.00	32.00	160.00	Installation of Bunting in Fore Street
Complete Weed Control	Inv SW-3094	1,512.00	252.00	1,260.00	Supply & Apply Herbicide 1st Treatment

Kathy's Fruit & Veg	Inv 80	6.80	0.00	6.80	Milk, butter for library cafe
Cornwall Council - Garage	34190700166	58.88	9.82	49.06	Garage Rental 03.05.21-30.05.21
BT Bar Phone	WW 3411 2427	37.20	6.20	31.00	Bar Area monthly bill May 2021
J Toms & Sons Timber Merchants	Inv-23228	1,022.4 0	170.40	852.00	Park sign frames
Tartendown Nurseries	Inv 4143	32.97	5.49	27.48	Rose Bushes Sparrow Park
Cornwall Council Bus Rates - Room 7	802850097	77.00	0.00	77.00	Bus Rates Room 7 May 2021
Cornwall Council - Rm 6 Bus Rates	802720466	125.00	0.00	125.00	Bus Rates May 2021
Cornwall council - Bus Rate Library	802715760	384.00	0.00	384.00	Library Bus Rates May 2021
Cornwall Council - Bus Rate Pub Con	802385084	147.00	0.00	147.00	Public Conveniences Business Rates May 2021
Cornwall Council - Bus Rate Chambers	802311466	1,509.0 0	0.00	1,509.00	Business Rates May 2021
LRM Planning Ltd	Inv 2932	360.00	60.00	300.00	NDP Plan amendment work
Western Web Limited	Inv 22415	156.00	26.00	130.00	IT and Domain works
Complete Business Solutions Group Ltd	Inv No SINV02660627	245.96	37.33	208.63	Ops Manager uniform
Richards Builders Merchants Ltd	Order No 002/1942070	26.65	4.44	22.21	Park Materials
Clifford Motors	CC van Fuel 29.05.21	62.26	10.38	51.88	Unleaded fuel Ford Van
E Hardware	CC Order No. 200219896.	172.90	28.82	144.08	fence post supports galvanised
Amazon	CC order no 205-2957687- 016320	18.70	3.12	15.58	Tea towels for library cafe pack 10

Amazon	CC Order No 205-6453740- 8309137	5.95	0.99	4.96	Parks Equip and Repairs
Amazon	CC order no 205-6124753- 1353929	3.88	0.65	3.23	Parks Equip and Repairs
Amazon	CC order no 205-4627488- 6036360	11.99	2.00	9.99	Parks Equip and Repairs
Amazon	CC order no 205-2984133- 2922701	170.39	28.39	142.00	Parks Equip and Repairs
Amazon	CC Order no 205-1565696- 3389922	19.99	3.33	16.66	Parks Equip and Repairs
Ebay	CC Order No 11-07090- 72027	6.99	0.00	6.99	Ecoplugs max tree stump and root killer pack of 10
clarks shoes	CC Order No 657505358	25.95	4.33	21.62	Staff Uniform
Clifford Motors	CC hire car fuel	25.00	4.17	20.83	diesel fuel for hire van prior to return
Amazon	CC order no 205-4126662- 4981123	78.96	13.14	65.82	Squire Heavy Duty Padlock Cambridge Field
Amazon	CC order no 205-3982309- 3842725	12.69	0.00	12.69	Puly caff Coffee Machine cleaning tablets 100 pack
Memorial Arm Bands Ltd	CC Trans ID 7CY847975U6 68343C	39.00	0.00	39.00	15 x black Memorial Arm Bands Operation London Bridge
Amazon	CC Order No 205-8669585- 9861126	4.54	0.76	3.78	black ribbon Operation London Bridge
Zoom Video Communications Inc.	CC inv 85543956	14.39	2.40	11.99	Standard Pro Monthly Subscription May - June 2021
Amazon	CC 205- 2780229- 0705948	4.88	0.81	4.07	premium printing paper
Amazon	CC order No 205- 643942365995 15	9.96	1.66	8.30	hasp and staple and padlock for library barn

Amazon	CC order no. 205- 897115876139 60	17.97	2.99	14.98	Osram 28 2D square 4 pin lamps	
Bioperl	CC BIO-1959- 2021	56.83	9.48	47.35	Bioperl Surface Disinfectant 5L Concentrate	
Adobe Systems Software Ireland Ltd	CCMay 2021	12.64	0.00	12.64	Monthly subscription May 2021	
XERO	CC May 2021subscripti on	28.80	4.80	24.00	Monthly accounting software subscription May 2021	
SSE SWALEC - Library- Elec	DD inv 51789712 0032	167.76	7.99	159.77	Electricity Library 02.04.21 - 1.05.21	
SSE Southern Electric - Public Con- Elec	DD inv 11788490 0008	64.54	3.08	61.46	Electricity at Antony Road 02.02.21 - 01.05.21	
Everflow Water	DD inv 982861	210.17	13.98	196.19	Water Rates	
SSE Southern Electric -Library Gas	DD 91812424 018	440.23	73.38	366.85	01.04.21 - 30.04.21 Unrestricted units	
Corona Energy - Chambers- Gas	DD 16070751	1168.63	194.78	973.85	Gas Usage Council Chambers Apr - May 2021	
EE	DD inv V01872658393	101.86	16.98	84.88	4 x staff mobiles	
ALD Automotive Limited t/a Ford Lease	DD May 2021	441.44	73.58	367.86	Ford Van Finance Element May 2021	
SSE - Cambridge Field - Elec	DD 561785554 0018	31.94	1.52	30.42	Cambridge Field Elec 06.0.21 - 13.04.21	
SSE SWALEC - Library- Elec	DD 517897120031	169.95	8.10	161.85	Electricity Library 02.02.21 to 01.03.21	
<p>It is resolved for the appointment of the additional council bank signatory to be delegated to the Finance and Personnel Committee to approve, in order to hasten completion of the administration to add the signatory to the bank account.</p>						Clerk
<p>42-21 Correspondence a) Time2Move Holiday Programme – Active Cornwall: - Noted. Clerk to seek a poster to advertise the information on social media. b) Code of Conduct training – Cornwall Council: - The Clerk had previously circulated the information/dates for Code of Conduct training</p>						Clerk

<p>being offered free of charge by Cornwall Council, which several Members and Officers have already attended. The Clerk continued, once the link to the recording is received from Cornwall Council it will be forwarded to all Members. Members discussed whether the training is 'mandatory', re-iterating the importance of keeping training up to date and encouraged ALL members to either attend the online training or watch the recorded training via the link (after circulation).</p> <p>c) Funding for village halls and playing fields from Sport England – Cornwall Rural Community Charity: - Noted, agreed to share with appropriate organisations.</p>	<p>ALL/ Clerk</p> <p>Clerk</p>
<p>43-21 Reports</p> <p>a) Neighbourhood Development Plan (NDP): - The Deputy Mayor (Councillor G J Davis) reported a meeting of the Neighbourhood Plan steering group was held on Tuesday 25th May 2021, with an action plan agreed at the meeting. A virtual meeting to consider proposed Local green space allocations is scheduled for Monday 7th June 2021, with key stakeholders invited to attend. The target is to submit to Cornwall Council the draft NDP for pre-submission screening before August, highlighting that with the completion of the documentation/collation of the knowledge base/evidence there is a considerable amount of work to be undertaken. With a community consultation expected to be in the autumn, there is the opportunity for the Neighbourhood Plan to be ready for referendum in May 2022.</p> <p>b) Torpoint Town Partnership (TTP): - Councillor Mrs. C E Goodman explained the Torpoint and Rame Peninsula Lions Club have moved their summer planned charity event to the autumn and the TTP has approached them to ask whether they would consider working together to hold the carnival at this event. The next meeting will be a physical meeting at the Library and Community Hub on Tuesday 22nd June 2021.</p> <p>c) Reports from delegates to outside bodies. i) Town Team Project Board (in future will be a standing agenda item): - The Deputy Mayor (Councillor G J Davis) reported a meeting of the Town Team Project Board group was held on Tuesday 25th May 2021, with Officer representation from Cornwall Council, plus the consultant from L & L Diverse Solutions Ltd (Mr L Allen). The consultant gave a detailed Powerpoint presentation summarising the background to the project, a reminder about the Torpoint Vision project, followed by the Cornwall and Isles of Scilly Industrial Strategy Overview. The consultant detailed the strict timeline needed to meet the deadline for requests for capital funding to Cornwall Council and detailed a number of potential Torpoint Vision projects which could be supported as part of the project. Additionally, the approach and a timeline for the current concept plan was shared at the meeting. The Deputy Mayor continued, Torpoint was one of the first towns in the county to be awarded Town Vitality funding and it is essential for this to be a town council priority, to meet the deadlines for capital funding requests. The signed Memorandum of Understanding, between The Cornwall Council and the Town Council, is expected to be returned shortly and this agreement details the partnership between the two organisations.</p> <p>At this meeting the Town Team Project Board authorised procurement, via the Memorandum of Understanding, as detailed: -</p>	

<p>1. Appointment of Consultant – it is resolved to approve the procurement of L & L Diverse Solutions Ltd, to undertake the works to progress the Torpoint Lower Fore Street Development Strategic Outline Case @ a cost of £15,000.</p> <p>2. Appointment of Cormac (contractor for Transport Strategy) – it is resolved to approve the procurement of Cormac, to instruct the development of a Transport Strategy @ a cost of £15,000.</p> <p>ii) Torpoint and Rame Youth Project – Councillor J Tivnan BEM explained that Mrs. Lisa Matthews has resigned her position as Youth Project Co-ordinator, it is resolved for the Town Mayor to action a letter of thanks to Mrs. Matthews on behalf of the town.</p>	<p>Town Mayor</p>
<p>44-21 Date of next meeting: - Thursday 17th June 2021.</p>	
<p>Meeting closed at 8.16pm.....Town Mayor</p>	

DRAFT